



BASKETBALL DIVISION

OPERATING PROCEDURES

ARTICLE I

SECTION I: NAME

This organization shall be known as the TEXAS ASSOCIATION OF SPORTS OFFICIALS – BASKETBALL DIVISION, hereinafter referred to as TASO-Basketball, a division of the SOUTHWEST OFFICIALS ASSOCIATION, INC. (SOA), a Texas non-profit corporation, d/b/a TEXAS ASSOCIATION OF SPORTS OFFICIALS, hereinafter referred to as TASO.

SECTION II: PURPOSE

The purpose of this Division shall be to foster and promote high school and junior high school competition in the game of Basketball by:

- A) Advancing ideals of good sportsmanship and fair play through qualified officiating in basketball, and respect for the authority of Basketball officials at junior high and high school levels.
- B) Providing educational programs to advance the skills of Basketball officials at all levels of competition.
- C) Conducting public information programs that will encourage appreciation for the skill and competence of Basketball officials.
- D) Placing special emphasis on developing concepts of good sportsmanship among the youth of the nation, both as competitors and as spectators.
- E) Conducting studies and analysis of Basketball rules to identify sources of officiating problems and seek solutions in cooperation with appropriate rule-making bodies.
- F) Developing and maintaining a membership consisting of experienced and capable Basketball officials whose integrity is above reproach and who are actively engaged each year in officiating games.
- G) Fostering a high standard of ethics, encouraging fair play and sportsmanship, and promoting closer cooperation and better understanding among officials, athletic representatives, coaches, players, and the media.

SECTION III: DISTRICTS AND CHAPTERS

A) Districts

DISTRICT I- Concho Valley, Pecan Valley, MidTex, Montague County

DISTRICT II - Mount Pleasant.

DISTRICT III - Deep East Texas, East Texas Dogwood, Sam Houston.

DISTRICT IV - Fort Bend, Houston, Rice Belt, Trinity Valley.

DISTRICT V - Brazosport, Kingsville, Matagorda County, Victoria.

DISTRICT VI - Rio Grande Valley.

B) A chapter shall qualify as a single member district provided such chapter maintains a membership of not less than 200 TASO - Basketball members in good standing as of January 1st of each year for two consecutive years.

1) If a chapter which has been previously designated as a single chapter district has a membership of less than 200 TASO - Basketball members for two consecutive years, the chapter shall lose its status as a single chapter district and shall be placed in a district as determined by the Board of Directors.

2) The Board of Directors at its annual spring meeting shall review the membership status of each single chapter district.

3) The office of Executive Director shall be responsible for conducting each district director election.

C) Each district may be further divided into sub-districts or chapters. Upon approval of the Board of Directors, a sub-district or chapter may be formed in any locality where five (5) or more members, in good standing, meet for the purpose of discussing the basketball rules, with a duly elected President, Vice President and Secretary-Treasurer. No more than one (1) sub-district or chapter may be established in any one county unless authorized by the Board of Directors.

D) TASO Policy for Maintaining “Chapters in Good Standing”

1) Each chapter will conduct its affairs with TASO in accordance to the requirements as promulgated and communicated to the chapters by this board from time to time. Such requirements shall include, but not be limited to:

- i. Each chapter shall meet all reporting requirements as set forth by the board through its Executive Director.
- ii. Each chapter shall be represented at the State Meeting in accordance to the guidelines as set forth in these Operating Procedures.
- iii. Each chapter shall adhere to the approved TASO Basketball Official Uniform guidelines.
- iv. Prior to each TASO board meeting, the Executive Director, or designee, shall notify all chapters that have not met the requirements to maintain its status as a “Chapter in Good Standing” since the last board meeting. The notification shall provide the chapter with the opportunity to provide reasons why it should not lose its status at the upcoming board meeting.
- v. The board shall review the list of chapters that could lose its good standing status at the subsequent board meeting. Loss of good standing status shall remain in effect until lifted at a subsequent division board meeting.
- vi. Failure to maintain a status of a “Chapter in Good Standing” will result in:
 - i. The chapter will be publically reprimanded
 - ii. The UIL and TAPPS will be notified and request that UIL and TAPPS assignments (Including play-offs) will be suspended until such time as the chapter is once again in good standing.

ARTICLE II

SECTION I: OFFICERS and BOARD OF DIRECTORS

A) The officers of the Division shall be one President, one President-Elect, one Vice President, one Immediate Past President, and one Executive Director of TASO or his designee, who shall hold such respective office as provided herein. The Executive Director or designee shall serve as Secretary/Treasurer.

B) The Board of Directors shall consist of the officers of the Division and the directors of the respective districts described herein.

C) The Board of Directors shall consist of Ex officio appointees who fill Board approved specific needs. Except to voting rights, ex officio Board members shall have all rights and privileges of regular Directors.

SECTION II: Duties of the BOARD OF DIRECTORS

A) The Board shall have full power to adopt all regulations to govern its own deliberations and that of the Basketball Division.

B) The Board member representing a district shall be responsible for the promotion of regular meetings of officials to discuss rule interpretations in their own district. All officers and directors shall assist and encourage all members to further the interest and objectives of the Division.

C) The Board of Directors shall have full power to act and pass on all matters of business pertaining to the Division.

D) The Office of the Executive Director, in conjunction with the Board of Directors, shall determine all testing and other membership requirements.

E) The Board of Directors may, by a two-thirds vote of members of the Board of Directors at a duly constituted meeting at which a quorum is present, vote to remove from office any officer or director whose actions, inactions, or conduct is detrimental to the best interests of the Division.

F) The Board of Directors may meet twice annually to conduct the business of the Division. One meeting will be held prior to the annual fall business/annual meeting and one in the spring for the “off-season” meeting.

SECTION III: District Directors Duties:

Listed below are the duties of District Directors. Directors are not limited to those duties listed and are encouraged to assist all members of their District whenever possible.

A). When a member has been notified that they have been elected District Director, they should immediately contact their predecessor and the division President for a briefing as to their duties.

B) As soon as practical after being elected, contact each chapter President and Secretary and discuss problem areas and etc.

C) At the first Division Board of Directors meeting following the director's election, a review of the Directors Duties will be conducted. This will include investigations and due process procedures.

D) If there are any problems the Director will assist the chapter in attempting to solve the problems.

E) When a Director contacts a chapter, they should remind the officers that dues, records and recommendations for promotion are due at a certain time, and these dates are to be kept in order for the TASO office to operate efficiently.

F) When TASO has scheduled the Division’s Annual Meeting all Directors should notify each Chapter they represent to have at least two officers to attend all business meetings and rules interpretations, plus a meeting that they will hold themselves for their District or area.

G). On this notification, the District Director will inquire if the chapter(s) has all of their dues, records and recommendations in order and filed with the TASO office. If not, the Director will assist in solving the problem before the annual meeting.

H) Each Director will hold annual District Meeting(s) before the playing season starts. These meetings will include TASO, UIL and TAPPS Administrative information, current Rules and Mechanics information. These meetings will be scheduled so that as many members as possible may attend. Directors will report to the members in attendance at each clinic in their district.

I) Directors shall visit each chapter a minimum of one time during the season at a regularly scheduled meeting.

1) These visits should be immediately after the state meeting in that particular sport, NOT AT THE END OF THE SEASON. These meetings will include discussion of TASO ethics, due process, conflicts of interest, and incident reporting procedures.

2) All Directors should encourage all chapter officers and members to participate in the rules seminars, workshops and clinics to be held.

J) When the season is over notify their chapters of the paper work for which they are responsible, also, the target dates for completion.

K) Each Director should contact the TASO office during the season and when the season ends to see if any chapter in their area has not complied with all TASO rules and regulations.

L) When notified that their successor has been elected, contact that member as soon as practical and brief them as to their duties.

M) Directors are expected to attend all Division Board of Directors Meetings.

N) Directors will be reimbursed necessary expenses incurred in performing their duties. These expenses shall be filed within thirty (30) days.

SECTION IV: DUTIES OF THE OFFICERS

A) PRESIDENT: The President shall preside at all meetings of the Division or the Board of Directors. The President shall conduct all negotiations on behalf of the Division in conjunction with the Executive Director or his designee, and shall make every effort to further the policies adopted by the Division. In addition, the President of the Basketball Division will represent the division as a director of the TASO Board of Directors.

B) PRESIDENT-ELECT: In the absence or disqualification of the President, the President-Elect shall assume the responsibilities of the President. In addition, the President-Elect of the Basketball Division will represent the division as a director of the TASO Board of Directors.

C) VICE PRESIDENT: In the absence or disqualification of the President and President-Elect, the Vice President shall assume the responsibilities of the President.

D) IMMEDIATE PAST PRESIDENT: The Immediate Past President shall perform such duties as may from time to time be prescribed by the President and Board of Directors.

E) EXECUTIVE DIRECTOR: The Executive Director or his designee shall keep the minutes of all meetings of the Division and of the Board of Directors. The Executive Director or his designee shall send out all notices, preserve all records, and have charge of all necessary printing and publications ordered by the Division. The Executive Director or his designee shall have charge of all the collection and disbursement of all fees and dues authorized by the Division, and shall place all receipts of the Division into a bank account approved by the TASO Board of Directors from which disbursements authorized by the Executive Director or the Board of Directors shall be made.

The Executive Director or his designee shall receive and process all applications for membership received in the manner prescribed by the Executive Director. The Executive Director or his designee shall furnish the applicants with all necessary publications of the DIVISION.

The Executive Director or his designee shall keep a service record on each member based on information received from the chapters, detailing each members qualification, officiating activities, and all other details relative to any member's record as an official. Such service records shall be used in whatever manner the Executive Director or his designee sees fit.

The Executive Director or his designee shall diligently investigate all complaints against members as prescribed in TASO Policies.

Such duties as determining the qualifying scores, grading, ranking, classifying of Basketball officials, and maintaining service records, etc., shall be done by the Office of the Executive Director.

SECTION V: ELECTION OF OFFICERS and DISTRICT DIRECTORS

A) The Vice President and President-Elect shall be elected by a majority of the votes cast online beginning in March of 2014 and shall take office at the Spring Division Board Meeting. Thereafter, the election of Vice President and President-Elect shall take place in each subsequent month of March in even numbered years. Voting will be made electronically available to individual members in the Division, opening on the first Monday in March and close on Sunday two weeks later. To be eligible to serve as Vice President, President-Elect, or President, persons shall have previously served at least two (2) years as a voting director on the Board of Directors. Candidates' names must be submitted in writing to the TASO State Office no later than February 1st. The term of office of the Vice President is for two (2) years and he/she is not eligible for re-election as Vice President for a consecutive term. The Vice President is, however, eligible for election as President-Elect at the conclusion of his/her term as Vice President. The term of office for the President-Elect is two (2) years, at the conclusion of which the President-Elect shall serve as President for a term two (2) years. The President is not eligible for reelection as President for a consecutive term. The President shall serve as Immediate Past President at the conclusion of her/her term as President. The Board of Directors shall have the power to fill a vacancy in any office, except President. In the event of a vacancy in the office of President, the President-Elect shall become President.

B) Number of District Directors and Term of Office

1) There shall be one (1) director elected from each district by a plurality electronic vote of all eligible members of such districts. In the event a district does not elect a director, the Board of Directors shall appoint a director from that district to serve the specified term of office.

2) Each member of the board shall hold office for a term of two (2) years; provided, however, in the event of a vacancy occurring in the office of the district director, the vacancy shall be filled by the remaining directors, with the appointed director being a member residing in the district in which such vacancy occurs. No member of the Board of Directors may serve more than two consecutive elected terms in the same office.

C) District Director Election Procedures for TASO Basketball

1) Even numbered district director elections will be held in even numbered years and odd numbered districts will be held in odd numbered years.

2) Candidates' names must be submitted in writing to the TASO State Office no later than February 1st.

3) If there is a District where there is only one declared candidate, no election will be conducted and the one candidate will be declared the winner.

4) Voting will be made electronically available to individual members in Districts conducting elections opening on the first Monday in March and close on Sunday two weeks later.

5) The TASO State Office will notify election winners in writing at the conclusion of the election..

6) Winners will take office at the beginning of the Spring Division Board Meeting.

SECTION VI: STANDING COMMITTEES:

A) The following committees shall be standing committees of the Board of Directors. The President shall appoint the members of the committee:

1) Awards: responsible for, but not limited to, developing the procedures and guidelines necessary for the solicitation of honorees, the selection, and presentation of the Distinguished Service Award, Honorary Life Membership Award, and the Roll of Honor.

2) Operating Procedures: Responsible for, but not limited to, determining the system of classifying officials, reviewing and proposing revisions to the Division's Operating Procedures.

3) Rules/Mechanics: responsible for, but not limited to, approving the rules and mechanics governing interscholastic basketball in Texas, approving official training programs for TASO sponsorship, and implementing a state-wide training program of officials. Shall be chaired by the Division Rules Interpreter.

4) Finance: responsible for but not limited to developing an operating budget for the approval of the Board of Directors, monitoring income and expenses of the division, and making recommendations of a fiscal nature to the Board of Directors.

B) The President may appoint other committees as may be necessary to further the purposes of the Division.

ARTICLE III: GENERAL MEMBERSHIP OF TASO BASKETBALL DIVISION

SECTION I: MEMBERSHIP

A) Every basketball official whose application is approved shall be admitted to membership. To be eligible for membership an applicant must be at least 16 years of age at the time the application is submitted. Members must be at least 18 years of age to be eligible to officiate a varsity contest.

B) Applicants for membership shall be made in writing to the Secretary-Treasurer on printed or electronic forms as prescribed by the Board of Directors. A non-refundable application fee, the amount to be determined by the Board of Directors, must accompany each application. In addition to the application fee, an applicant who is accepted for membership must pay the current annual dues.

C) An Active Member is a member that has met all requirements as follows:

1) Renewal or Reinstating Member:

(i) Paid State and local dues/fees.

(ii) Completed the on-line renewal process.

(iii) Has not transferred or left another TASO Basketball Chapter with any outstanding dues or fees or has any current disciplinary actions imposed by TASO or the previous chapter not disclosed to the new chapter.

2) New Members:

(i) Paid State and local dues/fees.

(ii) Submitted all necessary documents

D) Game eligibility

1) Sub Varsity Game Eligibility:

(i) Must be an active member and must take and pass the rules exam and the mechanics exam (with a minimum score of 70%) before they are assigned their first sub varsity game.

(ii) Complete the TASO Basketball New Member Online Training Clinic (New Members).

2) Varsity Game Eligibility:

(i) Must be an active member and must take and pass the rules exam with a

minimum score of 80% before they are assigned their first varsity game.

- (ii) Must take and pass the Crew of Two Mechanics Exam with a minimum score of 80% before they are assigned their first crew of two varsity game.
 - (iii) Must take and pass the Crew of Three Mechanics Exam with a minimum score of 80% before they are assigned their first crew of three varsity game.
 - (iv) Must attend one of the following; The TASO Basketball Annual Meeting, a TASO approved in-person Regional Clinic, the TASO Basketball Online Clinic.
- 3) Playoff Game Eligibility (Bi-District through Regional Quarterfinals):
- (i) Must be an active member and must take and pass the rules exam with a minimum score of 92% before they are assigned their first playoff game.
 - (v) Must take and pass the Crew of Two and the Crew of Three Mechanics Exams with a minimum score of 92% before they are assigned a playoff game.
 - (vi) Must attend one of the following; The TASO Basketball Annual Meeting, a TASO approved in-person Regional Clinic, the TASO Basketball Online Clinic.
- 4) State and Regional Tournament Eligibility:
- (i) Must meet all playoff game eligibility requirements.
 - (ii) Must be submitted for consideration by their home chapter.
 - (iii) Must be eligible prior to their name being submitted for consideration by their home chapter.

The Basketball Board The Basketball Board will annually review the criteria for each division and establish these criteria prior to the start of each season.

E) The Board of Directors will annually review the criteria for eligibility to officiate basketball games during the regular season. The Board of Directors shall have full authority to change any member's eligibility whenever in its opinion such change is in the best interest of the Basketball Division of TASO.

F) It is strongly recommended that each member take an annual physical examination.

G) Members must comply with all TASO policies

G) All active members shall have voting privileges in TASO elections.

H) New Members transferring from another State or officials organization: All new members who transfer from another state or officials organization will be placed in a probationary status for one year as a TASO-Basketball member. The transferring member may submit officiating records with supporting documentation and letters of recommendation from his/her previous officiating organization. These documents will be reviewed by the Division Board or committee who will place the member in the appropriate classification starting in year two.

I) Dual Membership Policy:

1) This is a list of a member's rights and responsibilities:

a). A member may join as many chapters as he/she wishes however the member must designate one (1) chapter as his/her home chapter. This is the chapter that will provide the member an initial schedule. No member may accept more than one (1) initial schedule. The member may close as many dates with the primary chapter as he/she needs.

b) The member may not accept a game from any additional chapter until the end of the initial scheduling period is complete.

c) After a member's schedule has been established and the additional chapter/s has completed the scheduling period, the member is free to accept any assignment from the designated assigning authority. UNDER NO CIRCUMSTANCE MAY A MEMBER CANCEL A GAME THAT HAS BEEN ACCEPTED FOR ANOTHER GAME. Exception: An accredited college assignment.

d) Attendance to meetings will be determined by the local chapters by-laws. Dual membership is not a reason to miss regular scheduled meetings in either chapter.

e) The home chapter shall submit all state dues and game reports for its membership. Additional chapters are responsible for local dues only.

f) Test scores are the responsibility of the home chapter; however, it is the responsibility of all additional chapter secretaries to verify that a member has achieved a test score of 70 or above on all required tests before assigning any varsity contest to that member.

g) A member MUST report to all chapter secretaries of his/her status.

J) This is a list of the Chapter's rights and responsibilities:

- 1) Maintain records for all primary members.
- 2) Report any disciplinary action to all secondary chapters.
- 3) Honor any disciplinary action taken by another chapter unless otherwise specified by the Executive Director of TASO or his designee.
- 4) Coordinate with any other chapter in an effort to best service the chapter, the member and the schools that we service.
- 5) A chapter will determine if the application for membership from a member will be accepted. Admittance to a chapter is the sole discretion of the Board of Directors of that chapter. This right also extends to the development of the chapters playoff list.

SECTION II: REGISTRATION AND DUES

- A) Membership year shall begin annually on April 1st and end on March 31st of the following year.
- B) The TASO Board of Directors and Basketball Division shall determine the dues for membership annually after ratification by the Division Board.
- C) The membership of a member who fails to pay all dues and assessments and file all required reports shall expire at the end of the current membership year.
- D) After April 1st of any year, an expired membership may be reinstated by payment of all dues, assessments, late fees, and the filing of all required reports.

SECTION III: UNIFORMS

- A) The Board of Directors shall prescribe the uniform for its members.
- B) Members shall be required to wear the prescribed uniform when officiating in any game unless exception is granted by the Board of Directors.
- C) A Chapter may adopt an off-season uniform for games not played during the regular season (for example; Spring and Summer games).

SECTION IV: OFFICIATING FEES AND TRAVEL ALLOWANCES

In charging for services and travel expenses on any game, each member shall adhere to the provisions of the most recent edition of the University Interscholastic League Constitution and Contest Rules, the Texas Association of Parochial and Private Schools (TAPPS) and other private school organizations.

SECTION V: OFFICIATING MECHANICS AND PROCEDURES

All members shall conform to the mechanics and procedures as prescribed by the Board of Directors. These include but are not limited to the National Federation of High School (NFHS) Officials Mechanics and the UIL Texas Exceptions to NFHS rules and mechanics.

SECTION VI: MEETINGS

- A) The annual meeting of the Division shall be held in conjunction with the annual membership meeting at such time and such place as the Board of Directors shall determine. Each chapter shall have two (2) representatives in attendance at the annual meeting to retain their Chapter in Good Standing status.
- B) The off-season meeting of the Division Board shall be during the month of April at such a time and place as the Board of Directors shall determine.
- C) Meetings to discuss Basketball rules, mechanics, and the business of the Division and/or chapter shall be held by each chapter or sub-chapter, prior to the start of and during each Basketball season.
- D) It shall be the responsibility of each chapter or sub-chapter to ensure that all members meet eligibility requirements as prescribed by the TASO Basketball Division prior to their assignment of games at the respective level of competition of the assignment.

- E) Special meetings of the Board of Directors shall be called by the President when requested to do so by a majority of the Board of Directors.

SECTION VII: PARLIAMENTARY PROCEDURE

To the extent they are not in conflict with any special rules of order adopted by the TASO - Basketball Board of Directors, Roberts Rules of Order shall generally prevail. This applies to all meetings convened within the Division.

SECTION VII: Order of Business

The Order of Business shall be as follows:

1. Roll Call
2. Reading of minutes of previous meeting
3. Reports of Officers
4. Unfinished Business
5. New Business
6. Election of Officers

ARTICLE IV: DISCIPLINARY PROCESS

SECTION I

Members who violate the provisions of the Operating Procedures, TASO By-Laws, or other TASO policies and procedures or who fail to cooperate with the officers and members of the Board of Directors in maintaining the purposes of the organization, its Code of Ethics, and established solicitation policy, may, after due notice and hearing in accordance with the TASO Policies and Procedures for Ethical Complaints and Other Violations, have their membership cancelled.

SECTION II

For due cause, to be determined in accordance with the Policies and Procedures for Ethical Complaints and Other Violations, a member who has failed or refused to comply with the requirements of the By-Laws or who has been charged with conduct contrary to the ethical standards of the organization, may be suspended from membership pending a final hearing and decision as to reinstatement or cancellation of membership.

SECTION III: Discipline

A) For the failure to comply with established authority, policy, regulation, or Code of Ethics of the Division, delinquency in the payment of dues, assessments, or penalties, or for any other conduct conclusively established to be contrary to the best interests of the Division or conduct which brings or could reasonably be expected to bring discredit upon the Division, a member may be fined and/or placed on probation or suspended for not more than one year, or may be expelled.

B) For the failure to comply with established authority, policy, regulation, Code of Ethics, or Solicitation Policy, a chapter may be fined and/or placed on probation, or dissolved.

SECTION IV: TASO Ethics Policy

A) The Basketball Division will abide by the TASO Code of Ethics adopted by the TASO Board of Directors and authorize the same having final authority for decisions regarding violations of an ethical nature.

SECTION V: TASO DUE PROCESS is a set of articles approved by the TASO Board of Directors and are on file in the state office and are available to any member upon request. All matters concerning member ethics and conduct shall be processed in accordance with the published guidelines.

ARTICLE VI

SECTION I: Amendments

These operating Procedures may be amended at any board meeting by a majority of the votes cast in the affirmative, providing that a copy of the amendments proposed shall have been made available to each board member at least thirty days prior to the meeting at which time the vote on the amendment is to be taken.

Adopted: April 23, 2005
Revised: September 27, 2013
October 23, 2014
August 7, 2016